

CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT

|                             |                                     |                       |
|-----------------------------|-------------------------------------|-----------------------|
| <b>CLASSIFICATION TITLE</b> | <b>DISTRICT/DIVISION/OFFICE</b>     |                       |
| Building Maintenance Worker | District 3/709/Sutter-Sierra Region |                       |
| <b>WORKING TITLE</b>        | <b>POSITION NUMBER</b>              | <b>EFFECTIVE DATE</b> |
| Building Maintenance Worker | 903-709-6215-xxx                    | December 22, 2014     |

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**General Statement**

Under the close supervision of a Caltrans Maintenance Supervisor, and with lead guidance from a Maintenance Mechanic or designee, incumbent performs semi-skilled general maintenance and repair work for building facilities and roadside rest areas District-wide. Will perform simple carpentry, requisition supplies, assist with HVAC systems repair. May also be subject to call out for winter chain control during storms. May assist with landscape maintenance. This position requires driving state vehicle(s), must possess a valid driver's license. Water Treatment Operator Certificate is required; Backflow Tester Certificate is highly desirable.

**TYPICAL DUTIES:**

- 45% (E) Cleans, maintains, and repairs building fixtures and equipment including but not limited to: replacing/repairing locks on doors, windows and restroom fixtures; replacing/repairing windows & window frames, replacing/repairing interior and exterior doors and door knobs, cleaning/replacing screens & gutters, cleaning & repairing drains, toilets, showers, faucets, & urinals; replacing light bulbs and fuses; and making tile repair. Repairs overhead doors, cuts and installs restroom partitions and support brackets for partitions, and replaces wood at privacy entrances; requiring the use of various power and hand tools. Assist in painting buildings and equipment; perform minor plumbing repairs such as replacement of flushometers, P-traps, valves, and gaskets.
  
- 25% (E) Assists in maintaining water and waste lines and fixtures; disassembles and reassembles plumbing fittings and pipes. Assists with maintenance of HVAC components including various pumps; valves; compressors; heating, refrigerant, and gas distribution lines. Assists in repairing sewage and water lines and equipment; assists in repairing roofs, assists with plaster and concrete work; assists with repair of various motors, engines, electrical appliances; assists with maintenance and repair of water and sewage systems.

- 5% (E) Assists with water treatment monitoring to maintain standards of water quality required by the Department of Health Services (DHS) at various rest areas throughout the District. Requires possession of a Water Treatment Operator license. Incumbent may be directed to drain/clean tank and refill - adding sufficient amounts of chlorine to meet standards of water quality set by DHS.
- 5% (E) Prepares and maintains reports regarding work completed and submits to supervisor upon request. Reports to supervisor the need for supplies to replace existing inventories or complete maintenance repairs/backflow testing/water treatment. Makes minor cost and usage estimates for project materials/supplies.
- 5% (E) Operates specialized equipment to include the following: drain snakes, irrigation controllers, pipe threading and cutting tools, water chlorinating devices and video surveillance systems. Keeps minor purchase and usage records (fuel, materials, supplies, etc).
- 10% (M) Tests, inspects, and certifies backflow prevention devices for proper operation as required by Department of Health Services.
- 5% (M) Assists with Traffic Control, Winter Chain Control and Landscape Maintenance.

#### **SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise other employees. May lead other employees assigned to assist in carrying out specific jobs; including inmates or workers from other departments such as CCC.

#### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

Knowledge of common methods, practices, and materials used in maintenance and repair work of buildings and building facilities, water analysis and corrosion control.

General knowledge of the building codes, safety rules and regulations, and maintenance trades.

Must be able to read and work from basic manufacturer's instructions; properly operate and care for power tools; maintain basic building maintenance records; use good judgment in evaluating situations and take appropriate action.

Required to be licensed as Water Treatment Operator and possess a Backflow Certificate.

Must possess a valid drivers license.

#### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Responsible for actions and decisions made in completing assigned tasks. Incorrect actions could result in poor or inappropriate decisions, increase risk to employees and the traveling public, and unnecessary costs to department.

**PUBLIC AND INTERNAL CONTACTS:**

Daily contact with the traveling public, employees from other Agencies, contractors and vendors.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Must be able to work on their feet all day; be agile, and able to work in confined spaces; be able to lift and/or move items weighing as much as 50 pounds; climb and work on ladders; spend long periods of time working with items above head.

**WORK ENVIRONMENT:**

Employee will be required to work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Ability to work varied shifts, including evening and weekend hours, to complete projects that cannot be finished during normal hours or when work needs to be completed while employees are out of the building and must be available evenings, weekends and holidays for call-outs for security or emergency calls related to building operations.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

*\*If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.*